State Webmasters 508 Accessibility Working Group
Frequently Asked Questions
October 23, 2002

Questions About the Webmaster's 508 Accessibility Working Group's Role and Responsibilities

Q 1   Who is responsible for informing agencies about the new Policy and answering questions related to the Policy and the required Plan submission?

Ans. ITOC. The policy was sent to the MIS directors and the agency heads. Bill Pierce (bpierce@itoc.state.in.us) also reviewed the policy with the Webmasters Workgroup and the GIS Task Force.

Q 2   What is the role of the State Webmaster's 508 Accessibility Working Group?

Ans. The Working Group will assist State Webmasters in the following manner:

?? create instructions to use when agencies prepare and submit their Plan,

?? establish and maintain the coding solutions needed to meet the Policy requirements,

?? seek tool(s) that locate and/or correct non-accessible pages,

?? make available all needed information on the State Webmaster's Web site.

Q 3   What is the timeframe for the deliverables of the Working Group?

Ans.	
Complete the Plan Instructions	October 25, 2002
Publish the Instructions to the Web site	November 1, 2002
Complete the FAQ's	November 1, 2002
Publish the FAQ's to the Web site	November 8, 2002
Complete the Indiana 508 coding solutions	January 23, 2003
Publish coding solutions to the Web site	Janaury 30, 2003

Questions About the Policy and its Implementation

Q 4   Are all State agencies affected by this Policy?

Ans. No, only agencies within the Executive Branch are affected.

Q 5   Are all Executive Branch Agencies required to submit a Plan?

Ans. No, only those agencies who have technology that cannot be made 508 compliant by August 15, 2003.

Q 6 Do Executive Branch Agency, who use Access Indiana or DoIT to maintains ALL of our Web pages need to take any actions?

Ans. Yes. Even if no one in your agency has access rights to your Web site, you are still responsible for your pages and for contacting who ever does your pages. After you contact them, they will begin to take action on your pages. They will tell you if your pages can be made 508 compliant in time to avoid the need for you to prepare a Plan. They may also need your input or approval on some of the required changes.

Q 7   When are the Plans due to ITOC?

Ans. November 15, 2002

Q 8   Is there any possibility that the due date for the Plans can be changed?

Ans. Agencies may request an extension by submitting their justification to Bill Pierce.

Q 9   Do our Plans need to be based on the Indiana's 508 Coding Solutions?
Ans.   Yes

Q 10   What should be in each Plan?
Ans.   See "Plan Instructions"

Q 11   Given the budget, how should a possible lack of funds be addressed in the Plan?
Ans. If an agency has a limited budget, we do not expect an agency to hire or contract for additional resources for this effort. We do, however, expect that the compliance effort will receive a priority that is appropriate for complying with both federal and state laws.

Q 12   Agencies with very large Web sites might see a need to prepare a detailed internal Plan? Should they reference the fact that they are preparing one in their ITOC Plan?
Ans.   Yes

Q 13   Will ITOC review the Plans or simply accept them?
Ans.   ITOC will review each Plan.

Q 14   What might prevent a Plan from -passing the review?
Ans.   Plans that do not follow the Plan Template may be returned. A follow-up discussion may be needed if a plan does not demonstrate a diligent effort to make the website or other IT products compliant.

Q 15   How will ITOC monitor progress in meeting Plan timelines?
Ans.   In most cases, ITOC will schedule quarterly reviews with the agency contact to review the progress on the plan.

Q 16   What are the consequences if milestones are not met?
Ans.   The most significant consequence will be complaints from the public that try to access the websites through alternative means. There will be escalation procedures that can be used if milestones are not being met without sufficient cause.

Q 17   Do agencies submit a Plan covering only Web-based Intranet and Internet Information and applications or should it address all the following electronic and information technology that are covered by Section 508?
?? Software Applications and Operating Systems,
?? Telecommunications Products,
?? Self-Contained or Closed Products (i.e. copy machines, calculators, fax machines, information transaction machines and information kiosks),
?? Video and Multi-Media Products, and/or
?? Desktop and Portable Computers.
Ans. The plan(s) need to cover all electronic and information technology that is accessible by the public.

Q 18 Do all of our Web pages need to be in compliance by August 15, 2003?
Ans.   No, but you will need to prepare and submit a Plan laying out your timelines.

Q 19 When do all of our Web pages need to be in compliance?
Ans. Each agency develops its own timeline. While there is no due date, there is a

growing public interest to have the Web sites accessible to those with disabilities. The completion date needs to reflect that the state is making a good faith effort to become compliant as quickly as possible.

Q 20 Do we have a tool on hand to locate pages with accessibility problems and fix them?
Ans.   Not yet, but Access Indiana may soon have such software.

Q 21 How will ITOC monitor agency Web page 508 compliance?
Ans.   ITOC staff will note compliance as they have call to visit agency pages.

Q 22   What are the consequences if ITOC discovers non-compliant pages?
Ans.   As ITOC finds non-compliant pages, they will check them against the plan. If the page is supposed to be compliant and is not, then ITOC will notify the designated person for that agency.